Air freight export 1.10

Training Material
DAKOSY GE 2024.2
Release Date 2024/10

Alteration service

DAKOSY

Datenkommunikationssystem AG

Training team

Mattentwiete 2

20457 Hamburg

Telephone: +49 40 37003-0

E-Mail: *dokumentation@dakosy.de*

Validity

This document in its respective current version is only valid as of the applicable version designated on the title page.

Liability

Despite careful drafting and checking of this document, no liability claims against DAKOSY AG may be derived from the content!

Applicable documents und sources

in the respective valid versions

[1] the application's online help

Trademarks

Table of Contents
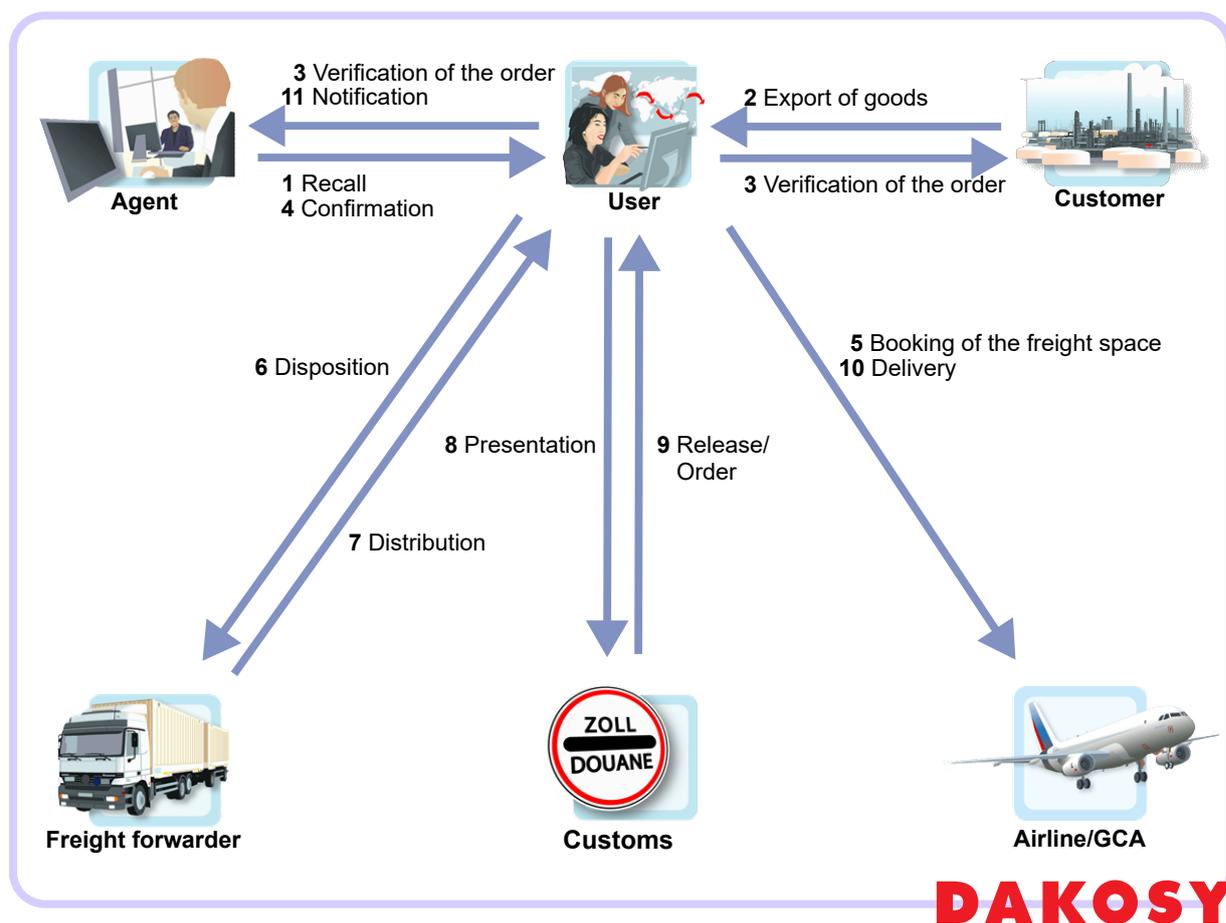
1 Air freight export

This chapter describes air cargo export clearance.

With the module Luftfracht (Air) you can carry out the air freight export clearance. The following functions are at your disposal:

- Use shipments
- Create AWBs
- Import CASS settlement
- Exit declaration
- Truck manifests
- Select copy template

1.1 Air freight export back to back

This chapter describes the back to back procedure in the air freight export field.

Figure 1: Air freight export back to back

1. The agent is commissioned by the consignee to process the order. The procedure is valid for all Collect-Incoterms. The overseas agent transmits the order data to the user.
2. The consignor (customer) commissions the forwarding agent (user) with the order processing. Alternatively, the consignee instructs the consignor to transfer the consignments to the forwarding agent.
3. The user checks the order data. If necessary, the user agrees the order data with the customer and the agent, for example the collection times, the transit periods or the price.
4. The agent sends a confirmation for the shipment.

5. The user books a cargo hold with the airline. If there is no AWB number in the inventory, the user receives an AWB number from the airline.

6. The user plans the shipment. The user checks whether the freight forwarder can transport "safe" shipments, if required. The user agrees with the freight forwarder the dates and the presentation of the goods at the inland customs office.

7. The freight forwarder delivers the goods to the user. The user carries out the following work after the delivery of the goods:

   • Interface control
   • Security measures (scanning, hand search, sniffing) as required
   • Labelling of the consignments

8. The user sends automatically the presentation of goods message to the customs.

9. Customs sends a release. If customs sends a measure, the user must comply with this measure.

10. The user transfers the consignment to the airline or to the handling agent of the airline.

11. The user informs the agent about the shipment and transmits the following documents:

   • Master AWB
   • House AWB
   • Manifest
   • all commercial documents

1.2 Air freight export Consol
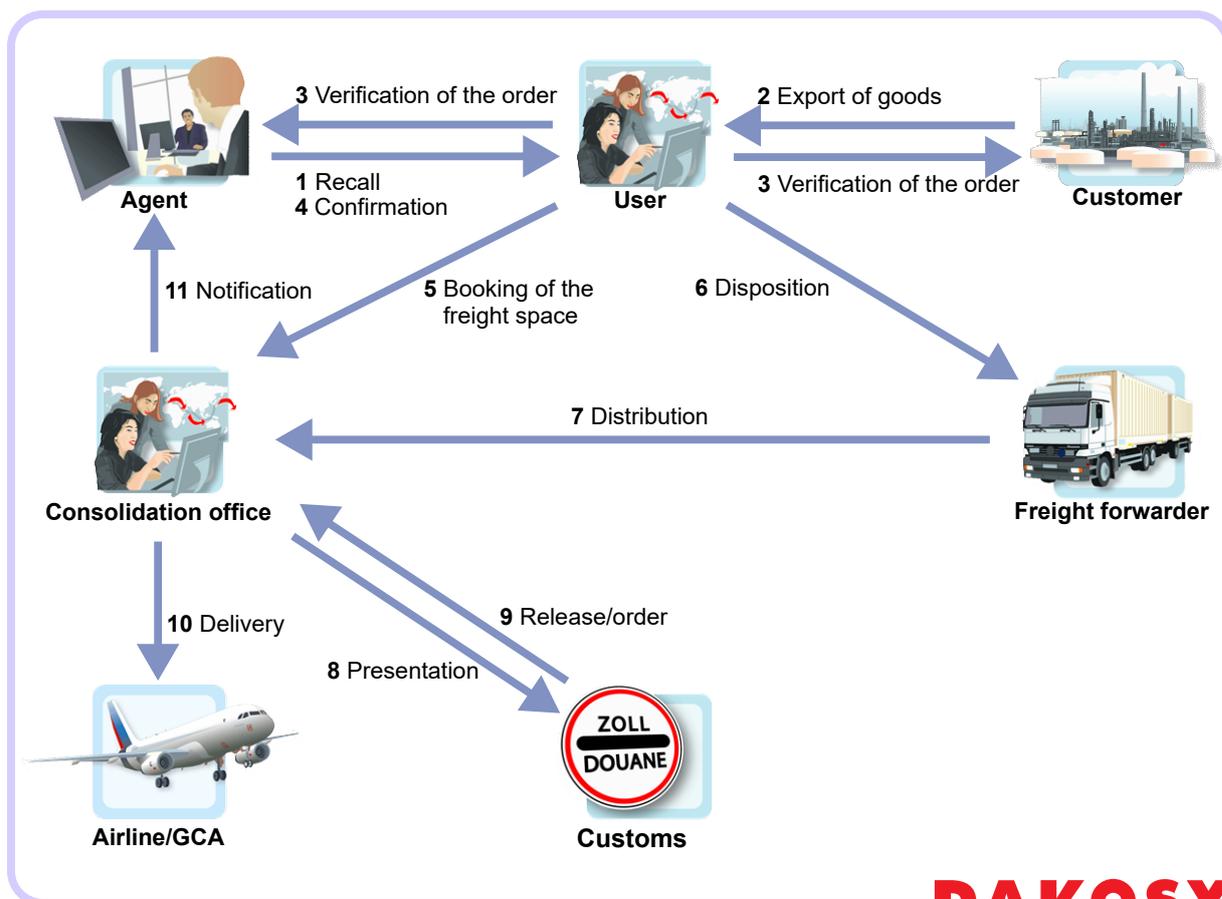
This section describes the Air freight export Consol.

Figure 2: Air freight export Consol

1. The agent is commissioned by the consignee to process the order. The procedure is valid for all Collect-Incoterms. The overseas agent transmits the order data to the user.

2. The consignor (customer) commissions the forwarding agent (user) with the order processing. Alternatively, the consignee instructs the consignor to transfer the consignments to the forwarding agent.

3. The user checks the order data. If necessary, the user agrees the order data with the customer and the agent, for example the collection times, the transit periods or the price.

4. The agent sends a confirmation for the shipment.

5. The user books a cargo hold with the consolidation office. The consolidation office records the inventory internally and checks the availability of the cargo hold.

6. The user plans the shipment. The user checks whether the freight forwarder can transport "safe" shipments, if required. The user agrees with the freight forwarder the dates and the presentation of the goods at the inland customs office.

7. The freight forwarder delivers the goods to the consolidation office. If the consignment is not yet in safe temporary storage, it will be sent to preventive temporary storage.

8. The consolidation office sends the presentation of goods message to the customs.

9. Customs sends a release. If customs sends a measure, the consolidation office must comply with this measure. After the measure has been taken, the consolidation office will fit the consignment into loading units (ULD), if required.

10. The consolidation office transfers the consignment to the airline or to the handling agent of the airline.

11. The consolidation office informs the agent about the consignment and transmits the following documents:

- Master AWB
- all house AWB
- all manifests
- all commercial documents

1.3 Air freight export direct (IATA)

This section describes the Air freight export direct (IATA).
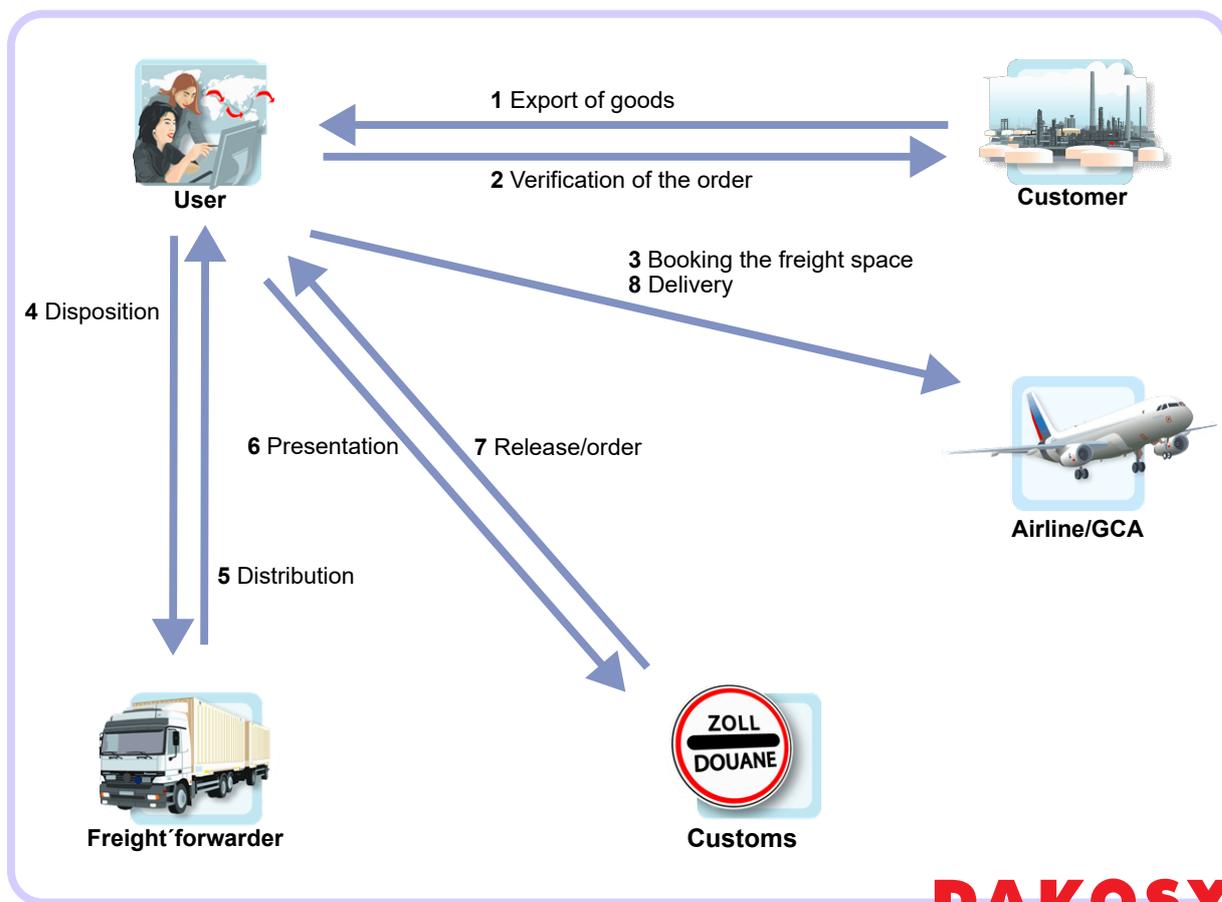
Figure 3: Air freight export direct (IATA)

1. The user receives an order from the customer. If it is an IATA Direct AWB, the E-C clause of the Incoterm usually applies. The sender and the recipient are named directly on the master AWB. There is no house AWB.
2. The user checks the order data. If necessary, the user agrees the order data with the customer, for example the collection times, the transit periods or the price.
3. The user books a cargo hold with the airline. If there is no AWB number in the inventory, the user receives an AWB number from the airline.
4. The user plans the shipment. The user checks whether the freight forwarder can transport "safe" shipments, if required. The user agrees with the freight forwarder the dates and the presentation of the goods at the inland customs office.
5. The freight forwarder delivers the goods to the user. The user carries out the following work after the delivery of the goods:

   • Interface control
   • Security measures (scanning, hand search, sniffing) as required
   • Labelling of the consignments
6. The user sends automatically the presentation of goods message to the customs.
7. Customs sends a release. If customs sends a measure, the user must comply with this measure.
8. The user transfers the consignment to the airline or to the handling agent of the airline.

2 Create Airfreight export shipment

This chapter describes how to create a airfreight export shipment.

1. Select the menu entry **Start** > **Airfreight Export**.
2. To create a new shipment, click on the entry **Related actions** in the area **New Shipment**.
   This opens the window **New Shipment**.
3. Enter a unique shipment number.

   > ⓘ **Tip:** To automatically generate a consecutive number, click on the ➕ button. The
   > number can be included in a sequence of numbers and/or letters.

4. Select the shipment type.
   - **Direct (IATA)**
   - **House**
   - **Back-to-Back**
   - **Master**

   > ⓘ **Tip:** You can select a template via the **Template** field; this data is included in your
   > shipment.

5. Click on the button **OK**.
6. Fill out the fields of the tab **General**.
   Different fields can be filled out depending on the type of shipment and transport.
7. To enter an AWB number, click on the menu entry **Actions** in the area **Edit awb number**. The
   window **Edit awb number** opens. You have several options:
   - To draw an AWB number from your AWB pool automatically, enter the airline code (`020`, for
     example) into the first field and click on the**OK** button.
   - To enter an AWB number for the shipment type **Direct (IATA)**, enter the airline code (such as
     `020`) in the first field and the AWB number into the second field. Click on the button **OK**.
   - To enter an AWB number for the shipment type **House**, enter the AWB number into the second
     field and click on the **OK** button.
8. Open the tab **Addresses** to adjust the addresses for printing. Proceed as follows:
   a) Right-click in the text field.
   b) In the context menu, click on **Maintain one-time-customer**.
   c) Fill out the field **Formatted Text**.
   d) To accept the address, click on the button **OK**.
9. To enter reference, open the tab **References** and click on the ➕ icon.
10. If you use the **Incoming Vouchers** module, you can enter returns. To enter returns, open the tab
    Calculation and click on the ➕ icon.
11. Click on the tab **Goods**.
    An overview of all goods in this dossier is displayed. The goods are divided according to
    Container and **Unassigned Goods**.
12. You have several options:
    - To enter a container, click on the 🏭 icon.
    - To enter bulk cargo in a container, highlight the container and click on the 🏭 icon.
    - To enter bulk cargo, click on the icon 🏭.

    A new position is created.
13. Fill in at least the required fields of the position.

    > ⓘ **Tip:** You can create an article from the field **Article Code**. You can find instructions in
    > section *Create article (shortcut)* on page 12.

14. To enter additional texts for printouts, open the tab **Print Texts**.

> ⓘ **Tip:** To use print texts, specific settings must be programmed by DAKOSY. If you would like to use print texts, please contact *servicedesk@dakosy.de*.

15. To save the shipment, click on the entry **Save** in the area **Actions**.
The shipment is shown in the overview.

16. You have several options:

- To print the shipment, click on the entry **print** in the area **Actions**. For instructions on how to print, see section *Print/fax/mail document* on page 15.

> ⓘ **Tip:** For a fee, you can deposit individual documents with a company logo, e.g. file covers or notifications.

- To edit the shipment type, click on the entry **Change Shipment Type** in the area **Actions**.
- To create another document from the shipment, e.g. an AWB, a customs declaration or a transport order, click on the appropriate item in the area **Documents**. The data which has already been entered is transferred into the document. A link is added on the tab **Info center** in the shipment and the document.

> ⓘ **Tip:** You can create several customs declarations for a shipment.

17. Close the shipment.

3 Create Air Waybill (AWB)

This section describes how to create an air waybill. The mandatory field check may change, depending on the type of AWB and different tabs and fields are displayed.

1. Select the menu entry **Start** > **Airfreight Export**.

2. In the area **Overviews**, click on the menu entry **AWB**.
    This opens the overview **AWB**.

3. In the area **Related actions**, select the menu entry **New AWB**.
    This opens the window **New AWB**.

4. Select the shipment type.

    -   **Direct**
    -   **House**

5. Enter a unique shipment number.

    > ⓘ **Tip:**
    >
    > -   To automatically generate a consecutive number, click on the ⊞ button. The number can be included in a sequence of numbers and/or letters.
    > -   You can select a template via the **Template** field; this data is included in your shipment.

6. Click on the button **OK**.

    > ⓘ **Tip:** Alternatively, you can create a AWB from a shipment. Click in the area **Documents** on the entry **IATA AWB** or **House AWB**. The data which has already been entered is transferred into the AWB.

7. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

    Depending on the type of AWB, different fields have to be filled out.

8. To enter an AWB number, click on the menu entry **Edit awb number** in the area **Actions**. The window **Edit awb number** opens. You have several options:

    -   To draw an AWB number from your AWB pool automatically, enter the airline code (`020`, for example) into the first field and click on the **OK** button.
    -   To enter an AWB number for the shipment type **Direct**, enter the airline code (such as `020`) in the first field and the AWB number into the second field. Click on the button **OK**.
    -   To enter an AWB number for the shipment type **House**, enter the AWB number into the second field and click on the **OK** button.

9. To modify addresses for print outs, proceed as follows:
    a) Right-click in the text field.
    b) In the context menu, click on **Maintain one-time-customer**.
    c) Fill out the field **Formatted Text**.

10. Click on the tab **Rating**.

11. To enter a freight tariffing, proceed as follows:
    a) Click on the icon **Tariff Lines** in the table ➕.
       The window **Edit tariff line** opens.
    b) Fill out at least the mandatory fields.
    c) To add individual packages for calculating the chargeable weight, click on the icon **Dimensions** in the table ➕.
    d) To accept the tariff, click on the button **OK**.

    > ⓘ **Tip:** The text field **Free text** on the **Rating** tab is printed in the tariff line of the AWB under the air freight rate.

12. Click on the tab **Footer** and fill out the fields.

a) To enter the ancillary costs, click on the icon ✚ in the table **Other Charges**.
The window **Edit other charges** opens.

b) Fill out at least the mandatory fields.

c) To accept the other costs, click on the button **OK**.

Note: If the ancillary costs or the freight rate "as agreed" are to be issued, you can mark the respective fields in the **Footer**.

13. Click on the **Extended** tab.

> **ⓘ** **Tip:** The fields **Shipper's Account No.** and **Consignee's Account No.** are filled in by the airline on the Master AWB. You can enter your own reference for the house AWB.

a) To enter an export declaration, click on the icon ✚ in the table **Customs declarations**.
The window **Edit customs declaration** opens.

b) Fill out at least the field **MRN**.

c) To declare the MRN completely, activate the check box **Complete**.

d) Click on the button **OK**.

14. In the area **Actions**, click on the menu entry **Check Sanctionslist**.

15. If you do not receive a response, click on the button **OK**.

16. To save the AWB, click on the menu entry **Save** in the area **Actions**.
The air waybill is shown in the overview.

17. To print or send the AWB, click on the entry **Send** in the area **Actions**.
The window **Send AWB** opens.

18. Select a value in the field **Message Code**. You have several options:

- To print and send the AWB, click on the button **Print and send**.
- To print and send the AWB, click on the button **Send**.
- To print the AWB, click on the button **print**. For instructions on how to print, see section *Print/ fax/mail document* on page 15.

The printed AWB is saved in the document filing. You can find instructions on how to open the document in section *Open document from document filing* on page 16. You can find instructions on how to print the document in section *Print/fax/mail document from the document filing* on page 16.

19. Close the AWB.

4 Air Freight Consol Timetable

This chapter describes the air cargo console flight plan. The airfreight console flight plan is used for pre-allocation of consolidated cargo with the airline.

By pre-booking with the Air Cargo Console flight plan, the Console Center can provide the available capacities. You can control your goods flow by scheduling the delivery times and the transfer times to the airline.

4.1 Create Air Freight Consol Flight Plan

This chapter describes how to create a Air Freight Consol Flight Plan.

1. Select the menu entry **Start** > **Air Consol Schedule**.
    This opens the overview **Air Consol Schedule**.
2. In the area **Related actions**, select the menu entry **New**.
    This opens the window **Create schedule entry**.
3. Enter a unique shipment number.

    > **ⓘ Tip:**
    > *   To automatically generate a consecutive number, click on the ⊞ button. The number can be included in a sequence of numbers and/or letters.
    > *   You can select a template via the **Template** field; this data is included in your shipment.

4. Click on the button **OK**.
5. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

Field	Description
Export Gateway	Responsible export gateway for consolidation.
Import Gateway	Responsible import gateway for the deconsolidation.
Deadline Gateway	Latest supply date at the consolidation gateway.
Deadline Carrier	Latest transferral date of consolidation to the airline or the airline's handling agent.
Weight Allotment	Pre-booked weight at the airline.
Volume Allotment	Pre-booked volume at the airline.
Equipment	Loading units/containers, e.g. LD3

6. To enter an AWB number, click on the menu entry **Actions** in the area **Edit awb number**. The window **Edit awb number** opens. You have several options:

    *   To draw an AWB number from your AWB pool automatically, enter the airline code (`020`, for example) into the first field and click on the**OK** button.
    *   To enter an AWB number, enter the airline code (such as `020`) in the first field and the AWB number into the second field. Click on the button **OK**.

7. Click on the **HAWB Details** tab.
    The booked house AWBs are shown.
8. To save the Air Freight Consol Flight Plan, click on the menu entry **Save** in the area **Actions**.
    The flight plan is shown in the overview.

⚠️ **Important:** When you create a Create Air Freight Consol flight plan, an air freight export console shipment is automatically created. The shipment appears in the overview **Airfreight Export**. Create the master AWB for all consignments via the Consol and finalise the Consol.

5 Create article

This section describes how to create an article.

1. Select the menu entry **Maintenance** > **Commodity codes**.
   This opens the overview **Commodity codes**.
2. In the area **Actions**, click on the menu entry **Create commodity code**.
   This opens the **Commodity codes** tab.
3. Fill at least all of the mandatory fields out on the **General** tab.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the **Article Code** field.
Volume per package	Volume per parcel

4. You have the option to enter translations for the goods description. To add a new translation, proceed as follows:
   a) Click on the ＋ icon in the **Goods description (Translations)** area.
      The window **Edit translation** opens.
   b) Fill out the fields **Language** and **Translation**.
   c) Click on the button **OK**.
      The translation is shown in the **Goods description (Translations)** area.
5. To enter dangerous goods data for the article, click on the tab **Dangerous** and fill in the fields.
6. To enter data for the shipment, click on the **Cargo** tab and fill out the fields.
7. To enter data for customs declarations, click on the **Customs** tab.

> ⓘ **Tip:** If you fill out the **Customs goods description** field, the goods description for customs declarations will be taken from this field. If you do not fill out this field, the commodity description will be taken from the tab **General**.

8. To enter goods numbers for customs procedures in different countries, proceed as follows:
   a) Click on the flag of the relevant country in the **Customs tariff numbers** area. Depending on the settings, not all countries are visible.
      The window **Edit a Tariff number** opens.
   b) Fill out at least the mandatory fields.
   c) Click on the button **OK**.
      The goods number is shown in the **Customs tariff numbers** area with the relevant country code.

9. You have the option to enter translations for the customs goods description. To add a new translation, proceed as follows:
    a) Click on the **+** icon in the **Customs goods description (Translations)** area.
       The **Edit translation** window opens.
    b) Fill out at least the fields **Language** and **Translation**.
    c) Click on the button **OK**.
       The translation is shown in the **Customs goods description (Translations)** area.

10. You can enter documents for customs declarations. To enter documents, proceed as follows:
    a) Click on the tab of the relevant land.
    b) Click on the tab **Documents**.
    c) Click on the icon **+**.
       The window **Edit a document** opens.
    d) Fill out at least the mandatory fields.

       • To enter further documents, click on the **Add** button.
       • To complete the entry, click on the button **OK**.

       The document is shown in the table.

    You can find an overview of the documents entered on the **Customs/Documents** tab.

    > (i) **Tip:** If you select the article in a customs declaration, the documents stored will be adopted in the customs declaration.

11. To enter data for the import or the customs warehouse Germany, click on the **Germany** tab and fill out the fields.

12. In the area **Actions**, click on the entry **Save**.
    The article is shown in the overview **Commodity codes**.

5.1 Create article (shortcut)

This section describes how to create an article using the shortcut.

1. Select the menu entry **Maintenance** > **Commodity codes**.
    This opens the overview **Commodity codes**.

2. In the area **Actions**, click on the menu entry **New (Quick)**. Alternatively, you can select an article from the data of a customs position.
    a) Right click in the **Article Code** field.
    b) Select the menu entry **Create article** from the context menu.
       The window **Edit article** opens. If you created the article from a customs position, the values in the fields filled out are adopted in the window. You can overwrite the values.

3. Fill out at least the mandatory fields.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.

Field	Description
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the **Article Code** field.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Inventory unit	Measurement units in which the items are kept in the inventory of the customs warehouse.
Batch management required	If the check box is activated, the article must be handled as a batch.
Tariff no.	8-digit customs tariff number of the combined nomenclature/tares
Tarice	The 9th and 10th Digit in the customs tariff number (TARIC)
National	11th, purely national digit in the overall customs tariff number
Valid from	Date from which the goods number may be used.
Valid to	Date until which the goods number may be used.
Supplement	The additional code depends on the commodity number. Additional codes may refer to current trade policies or technical customs procedures that are missing in the *Electronic Customs Tariff*.

4. You have several options:

- To save the article and enter another article, click on the **Save & New** button.
- To save the article, click on the **Save** button.
- To abort the creation of an article, click on the **Cancel** button.

The article created is shown in the overview **Commodity codes**.

6 Process errors (freight carrier)

This section describes how you can find and remedy errors using the example of a port order.

Incorrect port orders are marked in the overviews as red highlighted areas and have the status **Error** in the column **EDI-Status**.

Recently used Port Orders

Number of Containers	Type	Decl	EDI-Status	Port Refere...	Zapp-Status	Departure	Discharge
		AES	error			DEHAM	CIABJ
		AES	error			DEHAM	CIABJ
						DEHAM	
		AES				DEBRV	CNSHA

Figure 4: Incorrect port order

1. To open the incorrect port order, double-click on the port order.
   The port order will be opened in a new tab.
2. Click on the tab **Customs System Messages&status**.
3. In the table **Sent messages**, select the menu entry in the column **Status** that has the value **Error**.
4. In the lower table, select the incident notification in the column **Event** that has the value **usererror**.
   The error message and information on remedying the error appear in the text field **Event Information**.

> ℹ **Tip:** You can search in the field **Event Information**. To search in the field, click in the field with the right mouse button and select **Textsearch**.

5. You now have the following options:

   • Remedy errors, save document and resend.
   • Remedy errors at a later point.

7 Print/fax/mail document

This section describes how you print or fax a document or create it as a pdf file. You can request several documents at the same time; these are then combined to form one file when creating the pdf.

1. Click on the entry **Actions** in the area ⎙ Actions **print**
   The window **Reprint** will open.

   ℹ **Tip:** You can also print older messages for a customs declaration. For instructions on how to print a message, see section *Print/fax/mail message*.

2. Highlight the form or document in the area **Available Document Types**.

Field	Description
Available Document Types	The table is only shown if there are several types of document for the highlighted document. • Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. • Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column **Timestamp**. The documents can also be found in the document filing.

3. Highlight the check box for the issue and enter the necessary data, such as an email address.

Field	Description
Preview	Prints or opens the document as a pdf document.
Save document	The document is stored.
print	If one (or several) printers have been defined and set up for the company by DAKOSY, the selection **print** will be displayed. The document is printed directly on the relevant printer.
Fax	The document is being sent as a fax.
Email	The document is sent as a pdf file in an attachment to an email.

ℹ **Tip:** Alternatively, open the form or document as a pdf file by double clicking on it.

The appropriate columns **Name**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

4. Highlight a further document type and repeat the previous step.
5. In order to create the documents, click on the button **OK**.

ℹ **Tip:** If you print a customs form, please pay attention to the size of the form on the print-out. Some customs offices do not accept any print-outs which are not identical to the original form. To print out a PDF file of the correct size from Adobe Acrobat Reader, activate the **Custom Scale** option with the value **100 %** in the **Page Sizing & Handling** area of the print dialogue.

8 Document filing

This section describes how to work with the document filing. The document filing is a record of all documents for all dossiers. In the document filing for a dossier, you can find all documents for this dossier.

Usually, all documents from the document filing are archived after 6 months.

8.1 Open document from document filing

This chapter describes how to open a document from the document filing.

You have opened a dossier.

1. Click in the area **Appliance** on the menu entry **DocumentHistory**.
   On the **Documents** tab, all the documents belonging to the dossier are displayed in a table.
2. Open the document by double clicking.
   A new window opens, depending on the type of document.

> ⚠️ **Important:** It is not possible to open a document if the check box **Exists** is empty.

3. Select the **Viewtype** for the document.
4. Click on the button **OK**.
   The document opens.

8.2 Print/fax/mail document from the document filing

This section describes how you print or fax a document from the document filing or create it as a pdf file.

You have opened a dossier.

1. Click in the area **Documents** on the menu entry **DocumentHistory**.
   On the **Document filing** tab, all the documents belonging to the dossier are displayed in a table.
2. To print a document, highlight it and click on the item **Actions** in the area **print**.
   The window **Reprint** will open.

> ⚠️ **Important:** It is not possible to print a document if the check box **Exists** is empty.

3. Highlight the check box for the issue and enter the necessary data, such as an email address.

Field	Description
Preview	Prints or opens the document as a pdf document.
Save document	The document is saved.
print	The document is printed.
Fax	The document is sent as a fax.
Email	The document is sent as a pdf file in an attachment to an email.

The appropriate columns **Printers**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

4. Click on the button **OK**.
   The document is created.

9 Contact information

You will find contact information in this section.

Questions on DAKOSY GE

- Contact partner: DAKOSY service desk
- Telephone: *+49 (0)40 3786 0990*
- Email: *servicedesk@dakosy.de*
- *Contact form*